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The attached minutes of the Mason Transit Authority regular meeting held on the 21st day of June, 2022 were approved by the Mason Transit Authority Board, by motion, on this 19th day of July, 2022.

DocuSigned by:
Sandy Tarzwell
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Sandy Tarzwell, Chair

DocuSigned by:
John Campbell
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John Campbell, Vice Chair

DocuSigned by:
Cyndy Brehmeyer
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Cyndy Brehmeyer, Authority Member

Wes Martin, Authority Member

DocuSigned by:
Randy Neatherlin
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Randy Neatherlin, Authority Member

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Eric Onisko, Authority Member

John Sheridan, Authority Member

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Kevin Shutty
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Kevin Shutty, Authority Member

DocuSigned by:
Sharon Trask
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Sharon Trask, Authority Member

ATTEST: DocuSigned by:
Tracy Becht
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Tracy Becht, Clerk of the Board

DATE: 7/25/2022

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Mason Transit Authority
Minutes of the Regular Board Meeting
June 21, 2022
Virtually and at
Transit-Community Center Conference Room
601 West Franklin Street
Shelton

OPENING PROTOCOL

1. **CALL TO ORDER:** 4:01 p.m.

2. **ROLL CALL AND DETERMINATION OF QUORUM**

Authority Voting Board Members Present Virtually via WebEx: John Campbell, Vice-Chair; Randy Neatherlin, Mayor Eric Onisko and John Sheridan.

Authority Voting Board Member Present in Person: Sandy Tarzwell, Chair, Cyndy Brehmeyer, Wes Martin and Sharon Trask.
Quorum met.

Authority Voting Board Member Not Present: Kevin Shutty.

Authority Non-voting Board Member Present via WebEx: Zachary Collins, Business Representative, IAM and AW, District Lodge 160.

Citizen Advisor to the Board Present in Person: John Piety

MTA Staff present at T-CC: Amy Asher, General Manager; Paul Bolte, Facilities & Fleet Maintenance Manager; LeeAnn McNulty, Administrative Services Manager, Jason Rowe, Operations Manager; Tracy Becht, Clerk of the Authority Board and Tyler Hildebrandt, Technical Support Analyst.

Others Present via WebEx: Robert Johnson, Legal Counsel.

3. **PUBLIC COMMENT** – **[None (virtually or in-person).]**

4. **APPROVAL OF AGENDA**

Moved that the agenda for the June 21, 2022 Mason Transit Authority (MTA) regular board meeting be approved. **Martin/Trask. Motion carried.**

5. **CONSENT AGENDA**

Moved to approve Consent Agenda items A and B as follows:

A. Minutes of the MTA regular Board meeting of May 21, 2022.
B. Payments of May 12 through June 16, 2022 financial obligations on checks#36395 through 36528, as presented for a total of $663,262.24.

Trask/Neatherlin. Motion carried.

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6. ACTION ITEMS – UNFINISHED BUSINESS [None].

ACTION ITEMS - NEW BUSINESS:

A. **Tire Procurement**.
Amy Asher, General Manager, reported to the Board that since Paul Bolte had joined MTA, he has been exploring new ideas for efficiency and cost savings. Currently, MTA is spending $1,800 to service 6 tires. If MTA staff perform the tire servicing, it will cost about $800 (for tires) plus 1 hr. 20 minutes to accomplish the servicing. MTA also has room to store the tires. There is room in the maintenance budget to pay for the costs of equipment, however the amount of the cost of the equipment is over the General Manager threshold of approval, so Ms. Asher is seeking approval from the Board.

Board members asked if it would be necessary to hire more staff and whether the equipment would be flexible to handle all types of tires. Mr. Bolte responded that MTA would not have to hire extra staff and that the equipment was flexible enough to handle any type of tire. He also indicated that the purchase of the equipment also includes training on the equipment. **Moved** that the Mason Transit Authority Board authorize the General Manager to purchase the equipment necessary to perform in-house tire service for MTA vehicles not to exceed $54,052.41 plus tax.
Sheridan/Martin. Motion carried.

B. **Surplus Items.** Ms. Asher shared with the Board of the collaborative efforts between the Maintenance and Finance teams to accomplish a comprehensive and accurate current inventory of all of the parts in the Maintenance Shop. The items listed represent parts that no longer fit vehicles we have, have not been used in the past three years, nor are they expected to be used in the future. Mr. Bolte has reached out to other transit agencies asking for interest in the parts and has not received any responses. Board member Martin inquired as to how these parts would be surplused. Mr. Bolte responded that it could be done through the State of Washington Department of Enterprises Services or Ehli Auction. **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-07 regarding the surplusing of certain identified parts attached to the resolution. **Martin/Campbell. Motion carried.**

C. **Operating Grant Agreement PTD0541.** Ms. Asher shared with the Board that back in September, 2021, MTA had received the notification of award letter relating to this grant and that the grant paperwork was recently received. She is seeking approval from the Board so that she is able to sign the agreement. **Moved** that the Mason Transit Authority Board approve Resolution No. 2022-08 and the attached American Rescue Plan (ARP) Act Operating Grant Agreement PTD0541 between WSDOT and MTA. **Trask/Onisko. Motion carried.**

D. **Green Transportation Grant.** Ms. Asher referred back to her discussion in April, 2022 in which she spoke then that she was observing a shift in state and federal funding with regarding to "clean" energy vehicles. She went on to describe to the Board that, if approved, funds from this grant would assist MTA in planning for future

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fleet and facility upgrades and training of employees so that MTA would get closer to being eligible for future state and federal funding for green transportation vehicles. **Moved** that the Mason Transit Authority Board approve the General Manager to submit a grant application for a Fleet and Facilities Transition Plan to the Washington State Department of Transportation Public Transportation Division. **Sheridan/Campbell. Motion carried.**

E. **Belfair Conference Room Technology.** Ms. Asher indicated that the work on the Belfair facility is completed, however the conference room is not wired similarly to the T-CC. She wanted to discuss both options that were presented to get a sense of what the Board visions for the use of the conference room. Ms. Asher discussed the costs, benefits and drawbacks of both options, namely, the portable Owls and having the conference room hardwired. She has made some inquiries from WSDOT to find out if these upgrades to the conference room would qualify for grant funding. She has not yet received a response. Legal Counsel affirmed that by using WebEx, MTA will be meeting the letter of the law in connection with new OPMA requirements. Board member Sheridan also requested consideration of having both public and MTA secured WiFi capabilities at the facility. It was also mentioned that it might be good to consider having both the hardwired conference room as well as the Owls so that if MTA holds a meeting at the Port of Allyn, Hoodsport or any other remote location, MTA would be able to furnish its own portable technology for hybrid meetings. Ms. Asher will come back at the July meeting after some technological Owl testing and confirmation of funding source.

F. **July Board Meeting Location.** Following up on the previous agenda item, Ms. Asher indicated that if the Board wishes to hold the July meeting in Belfair, the Board would either need to bring all their own laptops with earbuds and that it would be necessary to use the puck speakers that have created a lot of issues in the past prior to the upgrades to the T-CC conference room. Board member Trask also mentioned that the County Commissioners have a workshop and they would have to allow for travel time and that there will be a street fair in Shelton.

Moved that the Mason Transit Authority Board hold its July 19, 2022 Board meeting in Shelton at the Transit-Community Center. **Trask/Martin. Motion carried.**

7. STAFF REPORTS:

Ms. Asher briefly highlighted the following items:

General Manager:

- Landau Associates has assisted with an application submitted to obtain grant funding for costs paid by MTA relating to the soil contamination at the T-CC parking lot. She expressed hope that if MTA is awarded the funding, that MTA might receive enough funding to recoup about half of the expenses.

Financial:

- Ms. Asher mentioned continued decrease in operational costs and noted that MTA continues to receive more in sales tax revenue than forecasted. Ms. Asher also stated that it is anticipated that the sales tax revenue will decrease

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in the future. She also praised Ms. McNulty and her team as they continue working with State Auditors. She also mentioned that the Board can expect to receive an invitation to the audit exit conference and that Ms. MsNulty and the Board Clerk will work together with the auditor to get those arrangements made.

Operations:

- Ms. Asher described the success of the introduction of "Mason," the robot at the Forest Festival parade, as well as the collaboration of MTA and the Shelton Robotic Club. Ms. Asher, Dan Sharp and driver Shelly Johnston attended the parade along with members of the robotic club. She also shared about the meeting with Congressman Kilmer, Jason Rowe and herself to discuss current rural transportation challenges with hiring drivers and receiving buses. She also thanked Congressman Kilmer for his support of the Bipartisan Infrastructure Bill.
- She also stated that the Belfair Park & Ride is getting used consistently by about 10-15 vehicles daily, as well as routes going through the park and ride.

Facilities & Fleet:

- Ms. Asher shared the opportunity for Mr. Bolte to experience a recent large scale event held at the TCC Gym and some of the challenges MTA T-CC staff encounter. Ms. Asher indicated that she would like to get assistance from a translator so that MTA can provide rental applications and information prepared so that expectations are more clearly understood. Further refinements of rental application documentation will be forthcoming. A couple of Board members provided potential contacts relating to translators.

8. COMMENTS BY BOARD:

- Board member Neatherlin complimented the Vice-Chair on his fine representation of MTA at Mr. Woytowich's Celebration of Life reception**.**
- Board member Martin complimented Ms. McNulty on her financial reports and that he likes how she has prepared them.
- The Board Chair said she enjoyed seeing the robotic bus at the festival.
- The Board Chair also provided an update on the process for reviewing MTA's General Manager. She provided an overview of the process, such as:
  - the subcommittee;
  - the survey group: It was opened up to all staff for two weeks. The nature of confidentiality was created by utilizing the Paylocity platform. The grading scale of 1 to 5 was based on MTA's Guiding Principles;
  - There was a large response to the survey;
  - Last Friday the Managers were interviewed;
  - Next Up: Scheduling a date for a meeting with Executive Session.

Moved that the meeting be adjourned.

9. ADJOURNED 5:07 p.m.

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UPCOMING MEETING

BOARD MEETING

Mason Transit Authority
SPECIAL Meeting
July 19, 2022 at 4:00 PM
On-line via WebEx and in person at:
Transit-Community Center Conference Room
601 West Franklin Street
Shelton